



# PeoplePlus (PPL) System Access Request Form

For EPA Employees ONLY

1. SELECT ONE:

☐

New

☐

Revision

☐

Deletion

## USER INFORMATION:

1a. Employee ID:

(8 Characters)

1b. Dynamic

Group:(D00XXXX)

2a. Last Name:

2b. First Name:

2c. MI:

3. Mail Code:

4. Office:

5. Address:

6. City:

7. State:

8. Zip Code:

9. Work Phone:

10. E-Mail Address:

## PEOPLEPLUS SYSTEM ACCESS:

11. Data Permission Security: Data Permission is best described as "Who" you can see. (e.g., employee data)

11a. Human Resources & Payroll access is by Servicing Office Number (SON):

☐ HR functional roles see Page 2

11b.

☐ 1. Payroll functional roles see Page 2

11c. Time & Labor access is by Department Data Permission (DP00XXXX) where XXXX = Department Code:

- ☐ 1. Time\_Keeper  
☐ 2. Time\_Supervisor  
☐ 3. Time and Labor additional functional roles see Page 2

11d. Primary Data Permission

DP00

I read and I understand the Office of the Chief Financial Officer Policy Announcement #04-01 pertaining to my PeoplePlus responsibilities. I will abide by these rules and understand that failure to comply with them may be grounds for disciplinary action.

## Signatures and Authorizations:

12. Requestor's (Employee's) Signature:

12a. Today's Date:

12b. Effective Date:

13. Employee's Supervisor's Printed Name:

13a. Employee's Supervisor's Signature:

13b. Date:

14. PeoplePlus Coordinator's Printed Name:

14a. Coordinator's Signature:

14b. Date:

(NOTE: Page two is not required if access is only for Timekeeper or Time Supervisor access. Upon completion form should be emailed to the PPL Security Group or faxed to 702-798-2423 for processing. HR requests should be faxed to 202-564-7544.

**Page Two Additional PPL Functional Roles**

**15. Roles Assignment:** Role is best described as *“What”* you can do. (e.g., menu access)

<b>HUMAN RESOURCES</b>	<b>HQ PAYROLL Staff:</b>	<b>TIME and LABOR:</b>
Additional Signature is required by employee's HRO	Additional signature is Required by Payroll Management and Outreach Staff Director Signature	
<input type="checkbox"/> 1. HR_Specialist (Allows HR users to process personnel transactions)	<input type="checkbox"/> 1. PY_User (Only for Payroll Staff)	<input type="checkbox"/> 1. PeoplePlus Coordinator
<input type="checkbox"/> 2. HR_Report_Mgr (Allows HR users to receive personnel generated reports)	<input type="checkbox"/> 2. PY_Manager	<input type="checkbox"/> 2. CPARS/Paymerge Coordinator
<input type="checkbox"/> 3. HR_ReadOnly (Allows HR users to View employee's HR data)	<input type="checkbox"/> 3. PY_Operations (Only for HQ Payroll Staff)	<input type="checkbox"/> 3. FAN Maintenance Coordinator
<input type="checkbox"/> 4. HR_Query_Adhoc (Allows HR users to generate queries)	<input type="checkbox"/> 4. PY_Setup_Maint (Only for Payroll Systems Staff)	<input type="checkbox"/> 4. FAN Read Only Access
<input type="checkbox"/> 5. HR_PMO_Reports (Allows HR users to generate reports created for PMOs)	<input type="checkbox"/> 5. PY_Acctg (only for HQ Payroll Staff – Qtr/Ann Rpt)	<input type="checkbox"/> 5. Superfund Account Administrators
<input type="checkbox"/> 6. HR_OWCP_Coords (Allows HR users to manage workmen's Comp cases)	<input type="checkbox"/> 6. PY_Inquiry User (For Non-HR)	<input type="checkbox"/> 6. Time and Labor Timecard Read only Access
<input type="checkbox"/> 7. HR_Mass_Chg_Prcs (Allows HR users to process mass organizational realignments as result of Reorganizations)	<input type="checkbox"/> 7. PY_Region_Transit	
<input type="checkbox"/> 8. HR_LeaveBank_Coords (Allows users to manage Leave Bank and Voluntary leave hours of employees)	<input type="checkbox"/> 8. PY_Region_User (For Payroll Specialists in Regions)	
<input type="checkbox"/> 9. HR_LMR_User (Allows HR users to manage labor relations cases)		
<b>16. Human Resource Officer's Printed Name:</b>		
<b>16a. HRO's Signature:</b>		<b>16b. Date:</b>
<b>17. Payroll Management and Outreach Staff Director Printed Name:</b>		
<b>17a. Payroll Management and Outreach Staff Director Signature:</b>		<b>17b. Date:</b>